



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AND



COMMUNITY CENTER COMMITTEE
AGENDA PACKET

For the Meeting of Wednesday
October 23, 2013

7:00 P.M. Joint Meeting of the Board of Directors
And the Community Center Committee

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele • Director – Marianne Wiesen

NOTICE OF THE JOINT MEETING OF THE BOARD OF DIRECTORS AND COMMUNITY CENTER ADVISORY COMMITTEE OF THE TOWN OF DISCOVERY BAY

Wednesday, October 23, 2013

JOINT MEETING 6:30 p.m.

1800 Willow Lake Road, Discovery Bay, California

Website address: www.todb.ca.gov

Board of Directors

Mark Simon, President; Kevin Graves, Vice-President;
Bill Pease, Director; Chris Steele, Director; Marianne Wiesen, Director

Community Center Advisory Committee Members

Kevin Graves, Chair; Chris Steele, Vice-Chair; Diane Alexander, Paul Emmett, Kris Farro

JOINT MEETING OF THE BOARD OF DIRECTORS AND COMMUNITY CENTER ADVISORY COMMITTEE

A. ROLL CALL

1. Call business meeting to order 6:30 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

The public may comment on any item on the Agenda that is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. PRESENTATIONS

1. Catherine Kutsuris, Director, Contra Costa County Department of Conservation and Development
 - Ms. Kutsuris will update the Board and Committee on the terms and conditions relative to the Contra Costa County, Hofmann Company, and Town of Discovery Bay Community Center Deal Points and related matters

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion. This is an action of the Community Center Committee Only.

1. DRAFT minutes of previous Community Center meeting dated September 10, 2013

F. NEW BUSINESS AND ACTION ITEMS

1. Summary of Community Center Building Considerations
2. Community Center Site Demand and Use Opportunities
3. Community Center Five-Year Financial Forecast for FY 2014/15 through FY 2018/19
4. Recreation Program and Newsletter
5. Discussion and Consideration of a Plaque at the Discovery Bay Community Center
6. Concrete Pad at the Community Center

G. FUTURE AGENDA ITEMS

H. ADJOURNMENT

1. Adjourn to the next Community Center Committee meeting at 1800 Willow Lake Road Located behind the Delta Community Presbyterian Church

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



No Back Up
Documentation
For Agenda Item # C-1



No Back Up
Documentation
For Agenda Item # D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele • Director – Marianne Wiesen

**MINUTES OF THE MEETING
OF THE COMMUNITY CENTER COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Tuesday, September 10, 2013
COMMUNITY CENTER MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

**Community Center Committee Members
Kevin Graves, Chair; Chris Steele, Vice-Chair; Diane Alexander, Paul Emmett, Kris Farro**

COMMUNITY CENTER MEETING 7:00 P.M.

A. ROLL CALL

Call business meeting to order – 7:00 p.m. by Chair Graves
Roll Call – All Present with the exception of Member Emmett

Chair Graves – Welcomed the newly appointed Community Center member Kris Farro

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

There was one Public Comment Speaker

C. APPROVE MINUTES

1. DRAFT Minutes of previous Community Center meeting dated August 28, 2013

Motion by: Vice-Chair Steele to approve the previous minutes

Second by: Member Alexander

Vote: Motion Carried – AYES: 5, NOES: 0

D. NEW BUSINESS AND ACTION ITEMS

1. Community Center Operations Update

Parks and Landscape Manager Perez – Provided details on item D-1. There was discussion between the Parks and Landscape Manager, the General Manager, and the Board. There were two Public Comment Speakers.

2. Functional Improvements to the Community Center Building

Parks and Landscape Manager Perez – Provided details on item D-2. There was discussion between the Parks and Landscape Manager, the General Manager, and the Board. There were two Public Comment Speakers.

3. Community Center Programming Discussion

Parks and Landscape Manager Perez – Provided details on item D-3. There was discussion between the Parks and Landscape Manager, the General Manager, and the Board. There were two Public Comment Speakers.

4. Establishment of a Foundation for the Community Center

General Manager Howard – Provided details on item D-4. There was discussion between the General Manager, and the Board. There were two Public Comment Speakers.

5. Schedule next Community Center Committee Meeting

General Manager Howard – Provided details on item D-5. There was discussion between the General Manager and the Board. The next scheduled Community Center meeting is scheduled for Monday, September 23, 2013 at 7:00 p.m.

E. FUTURE AGENDA ITEMS

1. Review Community Center Options
2. EZ Facility
3. Sidewalk in lieu of gravel on the side of the Community Center
4. Community Center Website – www.discoverybaycommunitycenter.com
5. Marketing Strategy

F. ADJOURNMENT

The meeting adjourned at 8:25 p.m. to the next Community Center Committee meeting dated September 23, 2013 at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 09.11.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>

DRAFT



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 23, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Summary of Community Center Building Considerations

Recommended Action

Approve Option Number 5 and allocate \$30,000 to facilitate a January 1, 2013 Community Center Opening

Executive Summary

As the Board and Committee are aware, the Town of Discovery Bay (TODB) acquired the Discovery Bay Athletic Club property on February 12, 2013 for \$810,000.00 and the Town immediately assumed all operational functions from the prior owners. The TODB also subsequently received a grant from the East Bay Regional Parks District in the amount of \$400,000.00 that was applied towards the purchase price, resulting in a net cost to the TODB in the amount of \$410,000.00. The balance of the purchase was derived from \$200,000 from the Water and Wastewater fund (future office space) and \$210,000 from Zone 8 reserves.

The Community Center site encompasses 7.25+/- acres and consists of an 8 court tennis center, a community swimming pool, acres of lush landscaping and a 5,000+/- square feet building. As the committee is aware, the building and grounds were and continue to be in need of maintenance and rehabilitation. Staff is cognizant of those costs and has made every possible effort to perform maintenance, make repairs and complete necessary upgrades by performing many of the tasks in-house, resulting in monetary savings.

Since the TODB acquired the property, the parking lot water leak has been repaired and damaged sections of the lot repaved, the grounds have been upgraded, trees trimmed, and the pool has been renovated. Additionally, the building itself has been thoroughly cleaned and sanitized. At this time, the interior of the building is in relatively good condition with the exception of the floor in the exercise room that needs to be removed. Other minor repairs to the floors throughout the building also need to be addressed, amongst other minor items. The exterior of the building is in poor overall condition. If the building remains in its current configuration into the foreseeable future, the building will require replacing certain portions of the siding and a new coat of paint. The roof, while in generally poor condition, is a 50 year roof and is nearing the end of its functional life expectancy. If the building were to remain and continue to operate into the long term (5-7 years), a new roof will be necessary within that planning horizon.

Prior to the TODB owning the property, it was the site of the Discovery Bay Athletic Club. Due to a number of circumstances outside the control of the TODB (e.g. Delta Valley Athletic Club opening a club directly across the street in mid-June 2013) the Board of Directors voted to close the athletic club component of the Community Center operation effective June 30, 2013.

The TODB has and continues to offer programs and facility use opportunities for the community. The annual Earth Day celebration took place there in April, tennis courts are available for free play and can be reserved for tournaments, the community pool opened in July, and eight movie nights in the park have drawn up to 400 people on Friday nights. The facility has been reserved for birthday parties, family reunions and tennis tournaments. Water aerobics classes take place and additional water based programming is anticipated. The BBQ areas have been well utilized and the grounds are available free of charge, as is the case with any park in the TODB park system. Most recently, the Lion's Club and Chamber of Commerce sponsored "Rocktoberfest" event took place there.

"Continued"

BACKGROUND

Staff has made a number of presentations to the Community Center Committee in the past regarding the renovation of the building, from a complete makeover to razing the building and constructing a new facility. As the make-up of the committee has changed, staff felt it would be helpful to revisit those different facility options that have been discussed.

During escrow, the TODB hired Mark Lee of Lee & Jagoe Architects to develop a site plan that could be used for long term site planning and discussion purposes. The unadopted site plan eventually calls for the complete removal of the existing building, yet in earlier Community Center phases the building continues to be maintained as a useful and functional component of the Community Center site. It should be noted that the building has/is approaching the end of its useful life.

With the exception of Option #6, the following Options have either been discussed at Community Center Committee meetings or directly with the Community Center Subcommittee consisting of Vice President Graves and Director Steele. Option #6 was presented to staff as an additional Option. Options that have been presented to the Committee are denoted by an asterisk (*).

Option #1*:

In May 2013 with the pending closure of the athletic component of the Community Center set for June 30, 2013, staff presented to the Committee (and subsequently the Board as a part of the FY 2013-14 Budget process) a facility renovation proposal that consisted primarily of the complete renovation of the Community Center building. Included as a part of that renovation was the relocation of walls and bathrooms, a new roof and exterior upgrades to the building itself. Estimated at approximately \$552,000.00, the facility would be available for use into the foreseeable future and beyond. Funding would be used from a number of sources, including Zone 8, funds on deposit for the Community Center itself, and possible grant funds.

Option #2*:

Lee & Jagoe Architects presented a concept at the meeting of June 26, 2013 that would result in the demolition of the existing building and the construction of a new steel framed building that could be expanded into the future. Funding could be derived from the Hofmann Company, grants, Zone 8 and funds on deposit for the Community Center. This initial phase of the building would result in the construction of a 6,500 square feet Community Center. Cost TBD.

Option #3:

Similar to Option #2, this option would construct future TODB District offices. However, the offices would be leased/rented to Zone 8 (based upon a fully enforceable lease agreement with market terms and conditions). The Community Center function would remain in those facilities until such time as long term funding has been identified for the eventual site build out. Once that occurs, the TODB would relocate their District office to that location. Funding would come from the Town of Discovery Bay water and wastewater fund as those facilities would become the home for the District and all business functions would take place from that location. Cost TBD.

Option #4:

Similar to Option #3, the TODB would construct TODB offices and relocate to that location. The Community Center function would continue to operate, but on a limited basis. Funding would come from the Town of Discovery Bay Water and Wastewater Fund as the site would be the home for the District and all business functions would take place from that location. Cost TBD.

Option #5*:

This option was presented at the most recent Community Center Committee meeting on September 10, 2013. This option calls for the basic renovation of the existing facility, paint of the front facade, the installation of walls to create up to two additional offices, the removal of the exercise flooring in the exercise room, and the purchase of tables, chairs, and basic equipment to conduct a minimum level of programming and rental opportunities. This is estimated to be approximately \$15,000.00 to \$20,000.00 and could be accomplished relatively soon. This option would meet the short term goal of adding programming, relocating parks and landscape staff to the site providing a day-time presence, and the ability to have a functional Community Center at a nominal cost while long term site and facility options are vetted.

“Continued”

Option #6

This Option would demolish the building itself, taking particular care to preserve the concrete base slab, allowing for the reconstruction of a new building utilizing the current buildings footprint. Preliminary cost estimates place this option at approximately \$725,000.00.

In order for the TODB to fully implement a traditional Community Center with programming for all ages and interests, a long term community supported funding source must be identified. In the interim, staff is continuing to work with available resources and remains persistent and committed to encouraging Community Center uses.

Fiscal Impact:

Amount Requested \$30,000

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # Zone 8

Previous Relevant Board Actions for This Item

Attachments



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 23, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Community Center Site Demand and Use Opportunities

Recommended Action

As Necessary

Executive Summary

Staff has received a number of inquiries seeking information on using the Community Center building. Inquiries have come from the Delta Lions Club, The Discovery Bay Corvette Club, the Discovery Bay Chamber of Commerce and individuals.

At this time, it would be difficult to offer room rentals at the Community Center. The facility does not have any tables and chairs, there is no A/V equipment, and there is not any staff and/or volunteers present to manage the facility during those use periods. Additionally, there is not an established room rental fee currently in place.

The Board's action relative to Agenda Item E-1 will help frame any decision relative to room rentals. It should be noted, however, that room rentals could proceed without staffing the building. If the Board chose to provide a venue for these types of uses, a fee structure would need to be established and tables, chairs and other necessary equipment would need to be acquired.

Staff is seeking Board and Committee input.

Fiscal Impact:

Amount Requested \$

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund #

Previous Relevant Board Actions for This Item

N/A

Attachments

N/A

AGENDA ITEM: F-2



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 23, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager and Fairin Perez, Parks and Landscape Manager *RH*

Agenda Title

Community Center Five-Year Financial Forecast for FY 2014/15 through FY 2018/19

Recommended Action

As Necessary

Executive Summary

The Board, as well as the Community Center Committee and staff, have struggled with the long term financial model necessary to support Community Center Operations into the short and long term future. As a consequence, staff has sought the expert financial modeling services of Bartle Wells Associates (BWA) to assist with the preparation of a Five-Year financial forecast model (BWA also prepared the Town's recent four year Rate Study and in 2012 completed the Capacity Fee Study, both adopted by the Board of Directors). The five year forecast was not complete at the time this report was published. However, it will be made available to the Board and public prior to the meeting. It will also be discussed at that time.

The Community Center is located in landscape Zone 8, and is supported by revenues from that Zone. For FY 2013/14, Zone 8 revenues are programmed at \$909,000 (including a \$400,000 reimbursement from the WW Grant funds for the Community Center acquisition). Zone 8 revenues also support the maintenance associated with Cornell Park, and most of the common area landscaping in the areas more commonly known as original Discovery Bay. Other portions of Discovery Bay are supported by revenues from a variety of other landscape and lighting zones. None of the funds from those zones are allowed to be co-mingled, and can only be spent within their respective Zone. Consequently, revenues from the other Zones are not permitted to be utilized for Community Center operations.

It is no secret that the long term sustainability of the Community Center and operational requirements will at some point require a dedicated funding source, be it through any variety of methods that have yet to be formally considered and discussed.

The five year forecast covers the period FY 2014/15 through FY 2018/19.

Staff is seeking Board input at this time.

Fiscal Impact:

Amount Requested N/A

Previous Relevant Board Actions for This Item

N/A

Attachments

Five Year Financial Forecast will be provided prior to the meeting

AGENDA ITEM: F-3



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 23, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Fairin Perez, Parks and Landscape Manager *RH*

Agenda Title

Recreation Program and Newsletter

Recommended Action

As Necessary

Executive Summary

One of the most effective methods of circulating information pertaining to recreation programs and classes, their costs and frequency is through the distribution of a recreation brochure.

Over the past two plus months, staff has received a number of requests from instructors wanting to teach classes, including a variety of age appropriate dance classes, yoga, aerobics (including water), USTA Tennis, soccer, etc. The County Senior Services Department would also like to host classes and seminars for members of our senior community.

In 2011, the Discovery Bay Communications Committee (a committee formed by the Board of Directors) recommended that a District newsletter be distributed two times annually to the community. In an attempt to combine both a newsletter and a recreation brochure into one publication, staff developed a "flip" guide that achieves both goals. The recreation/activity guide will outline classes, programs and events that will be available for registration beginning in the Winter/Spring session (January 1st thru May 31st) and will include information on park reservations and amenities, staff contacts, and the different methods of registration; while the "flip" side will include an update on events, services, projects, and other items of interest affecting the community.

The flip-sided half Activity Guide, half Discovery Bay CSD Newsletter (Qty: 5600) is estimated to be \$5,214.60, and broken down as follows:

Printing Cost	Mailing Prep	Postage	Total Cost	W/WW Cost	Zone 8 Cost
.67/ Piece	.0035 / Piece	.201 / Piece	\$5,214.60	\$2603.30	\$2603.30
\$3,886.00	\$203.00	\$1,125.60			

Staff must submit the guide for printing by the end of October, in order to meet print lead times for distribution during the first week of December.

At the meeting, staff will present a preview of the publication.

Staff is seeking Board input and direction at this time.

"Continued"

Fiscal Impact:

Amount Requested \$5,214.60 (Split Between W/WW & Zone 8, Community Center)

Sufficient Budgeted Funds Available?: Yes

Prog/Fund # Zone 8, 40-41-8317

Previous Relevant Board Actions for This Item

N/A

Attachments

Draft sample of District Newsletter/Activity Guide will be provided at the meeting

AGENDA ITEM: F-4



No Back Up
Documentation
For Agenda Item # F-5



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 23, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Concrete Pad at the Community Center

Recommended Action

As Necessary

Executive Summary

As the Board and Committee are aware, the Discovery Bay Community Center was acquired in an "as is" condition. There are a number of small items that will be addressed, but the Committee specifically requested that the gravel in the walkway by the main gates be removed and replaced with concrete.

Staff has reached out to three local concrete contractors and has received two proposals to accomplish the work. Wayne E. Swisher Cement Contractor, Inc submitted the lowest bid in the amount of \$5,250.00. Those proposals are attached.

Staff will proceed with replacing the gravel portion of the driveway with concrete in the amount of \$5,250.00

Fiscal Impact:

Amount Requested \$5,250.00

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund #

Previous Relevant Board Actions for This Item

N/A

Attachments

Bids

AGENDA ITEM: F-6

JW Backhoe & Construction, Inc.
PO Box 722
Knightsen, CA 94548
(925) 516-1266

September 18th, 2013

To: Town of Discovery Bay

Attn: Virgil Koehne

Job: Pour concrete driveway at TODB community center

PROPOSAL

This bid is to pour a 65' long by 10' wide concrete driveway for the TODB, located inside the community center. To dig out 6" of existing rock. To install ½" rebar on 1' centers. Rebar will be doweled into existing concrete. Concrete to be poured 6" thick. New concrete to be finished to match existing concrete driveways and walkways elevation. This price includes the labor, equipment and material needed to finish the proposed job.

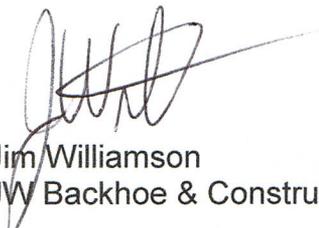
TOTAL- \$11,400.00

EXCLUSIONS:

1. No permits, No bonds, No fees
2. No handling of or off hauling of hazardous material
3. No engineering
4. No compaction tests
5. No landscaping
6. No SWPPP

Note:

Should any legal action be necessary to collect payment, principal sum of this bid and any expenses to JW Backhoe & Construction, Inc. legal or otherwise, to be compensated in full to the prevailing party.



Jim Williamson
JW Backhoe & Construction, Inc.

I accept the proposal _____ date _____
Name position



CEMENT CONTRACTOR, INC.

**2620 E. 18TH STREET - ANTIOCH, CA 94509
 PHONE (925) 757-3660 - FAX (925) 757-3731
 LICENSE NO. 378838 AND SBE #1739266**

PROPOSAL SUBMITTED TO: DISCOVERY BAY TOWNSHIP	PHONE:	DATE: September 20, 2013
	FAX:	
	JOB NAME: COMMUNITY BUILDING	
	JOB LOCATION: DISCOVERY BAY	
ATTN:	Plans Drwn By:	
EMAIL:	Date of Plans/Revision:	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES TO FURNISH, FORM, PLACE & FINISH:

R&R 10 X 10 EXISTING DRIVEWAY	1	LS	@	\$ 1,250.00	\$	1,250.00
DUMPSTER PAD	1	LS	@	\$ 500.00	\$	500.00
R&R EXISTING 10 X 40 DRIVEWAY	1	LS	@	\$ 3,500.00	\$	3,500.00
			@	\$ -	\$	-
TOTAL:						\$ 5,250.00

INCLUDES: EXCAVATION, SPOILS OFFHAUL, REBAR, CONCRETE, ROCK BASE, AND FORMING.

EXCLUDES: DEMOLITION, MISC. IRON, ENGINEER STAKING, TESTING, AND PERMITS.

TERMS: NET 30 DAYS - INTEREST AT A RATE OF 10% PER ANNUM WILL BE ADDED TO ALL PAST DUE ACCOUNTS. SHOULD SUIT BE NECESSARY TO COLLECT PAYMENT, REASONABLE ATTORNEY'S FEES, PLUS COST OF SUIT SHALL BE ADDED TO THE PRINCIPAL SUM OF THIS PROPOSAL AND ANY CHANGES. NO RETENTION, SUBCONTRACT FORM AND TERMS TO BE ACCEPTABLE TO WAYNE E. SWISHER CEMENT CONTRACTOR, INC. ALL INSURANCE CERTIFICATE REQUIREMENTS MUST BE APPROVED BY WAYNE E. SWISHER CEMENT CONTRACTOR, INC. PRIOR TO OUR STARTING WORK. OR SUCH REQUIREMENTS WILL NOT BE CONSIDERED FOR THIS JOB. IF THE PROJECT HAS AN OCIP, CCIP OR SIMILAR INSURANCE PROGRAM, ANY CHANGE TO OUR INSURANCE COSTS WILL BE LIMITED TO OUR ACTUAL INSURANCE RATES AS AN AUTOMATIC ADD OR DEDUCT TO THIS PROPOSAL. THE COST OF SURETY BONDS AND BOND COST OVERAGES, THAT MAY BE REQUIRED, SHALL BE PAID DIRECT BY CONTRACTOR TO SURETY AT THE SURETY'S TERMS. WAIVER OF SUBROGATION EXCLUDED. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS, FOR THE SUM OF:

FIVE THOUSAND TWO HUNDRED FIFTY DOLLARS AND NO/100***** **\$ 5,250.00**

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATIONS OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS, OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO, AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKMAN'S COMPENSON INSURANCE.

AUTHORIZED SIGNATURE: _____

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN **30** DAYS.

ACCEPTANCE OF PROPOSAL -
 THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE: _____
 DATE OF ACCEPTANCE: _____



No Back Up
Documentation
For Agenda Item # G